

Field Ordering Officer (FOO) Training

**Presented by:
Capt. I AM MARINE
Installations and Logistics (Contracts)
Headquarters, United States Marine
Corps**

USMC Contracts



References

- **Federal Acquisition Regulation (FAR)**
- **Department of Defense Federal Acquisition Regulation Supplement (DFARS)**
- **DOD 5500.7-R, Joint Ethics Regulation**
- **Marine Corps Acquisition Policy Supplement (MAPS)**
- **Standing Operating Procedures for Field Ordering Officers**



Fiscal Functions

- **Comptroller**: Certifies and accounts for the money spent.
- **Contracting Officer**: A person with the authority to enter into, administer, and/or terminate contracts.
- **Disbursing Officer**: Pays for the contract or obligation.
- **Paying Agent**: A person appointed in writing to make payments for purchases using cash or other negotiable instruments.



Field Ordering Officer

- **Appointed by the Chief of the Contracting Office (CCO)**
- **Acts as an agent for the CCO to support unit commander's emergency requirements**
- **Service members authorized to purchase items valued at micropurchase threshold under the supervision and scrutiny by the CCO**
- **Allowed to make small purchases while unit is deployed**
- **NOT AUTHORIZED TO ORDER ANY ITEMS FOR FUTURE DELIVERY**



Standards of Conduct

Avoid doing or appearing to do anything improper:

- **Accepting anything of value from a vendor doing business with the U.S. Government (e.g., meals, baseball caps, coffee cups, pens, Cuban cigars)**
- **Making purchases from a vendor with whom the FOO has a financial interest**
- **Seeking private employment with a vendor from whom the FOO is procuring supplies or services**
- **Doing anything that might adversely affect the public's confidence in the Government's integrity**



Field Ordering Officers Will NOT

- Make classified purchases
- Use purchase methods other than those authorized in their appointment letters (NO ORDERING ITEMS FOR FUTURE DELIVERY)
- Make purchases exceeding the dollar amount specified in their appointment letters
- Divide requirements to avoid dollar limitations (Split Purchase)
- Re-delegate their authority
- Purchase supplies or services for which a fixed price cannot be obtained before an order is issued
- Be a Paying Agent
- Make a purchase with insufficient funds
- AGAIN, NO ORDERING ITEMS FOR FUTURE DELIVERY
(This is illegal and is not authorized)!!



Nomination

- **Commanders submit written nominations of FOO candidates to the CCO. Commanders cannot delegate this nomination authority**
- **Nomination letter must include types of supplies and/or non-personal services the FOO will purchase and when appointment will end**
- **Appointed and revoked in writing by the CCO**



Training Requirements

- **E-6 or above or civilian equivalent**
- **May be waived to E-5 or civilian equivalent if approved by Contracting Officer**
- **Review and understand Joint Ethics Regulation, DoDD 5500.7-R**
- **Receive FOO Training from the Contracting Office**
- **Refresher training every 6 months**



Appointment

- **CCO formally appoints FOO via official appointment letter that specifies:**
 - ➔ **What the FOO is authorized to purchase**
 - ▢ **Dollar limitations (not-to-exceed micropurchase threshold)**
 - ▢ **When the appointment will be terminated**
 - ▢ **FOO's signature acknowledging appointment**



Termination

- **Appointment may be revoked at anytime by the CCO (end of tour, no longer required, misconduct, lack of reconciliation, etc.)**
- **When FOO's appointment is terminated, the FOO will bring the CCO the following:**
 - ➔ **Copy of appointment letter**
 - ▢ **Copies of all reports filed**
 - ▢ **Complete report for any period between last audit and termination date, including receipts, purchase requests, Receipts for Property Received (RPRs), etc.**
 - ▢ **Any unused SF 44s**



Termination (Cont.)

- **Once final review is made by CCO, official Revocation of Authority will be provided to the FOO**
- **Copies are provided to:**
 - ➔ **FOO's Commanding Officer**
 - ▢ **Disbursing or Financial Officer**
 - ▢ **Contingency Contracting file**
- **Clearance**
 - ▢ **Account for all SF 44s and funds**
 - ▢ **Clear before departing area of operation**
- **Any additional purchases will be Unauthorized Commitments**
- **Former FOOs will be held responsible and liable**



Acquiring Supplies & Services

Procedures:

- **Receive Purchase Request from Customer with proper funding information**
- **Must be authorized to purchase as identified in the appointment letter and shall not delegate this authority**
- **Determine a fair and reasonable price**
- **Fill out SF 44 (obtain all signatures)**
- **Obtain receipt from vendor**
- **Cash and carry only unless exception is approved by CCO and Finance Officer**
- **Distribute SF 44 appropriately**



Acquiring Supplies & Services (Cont.)

Procedures:

- **Complete purchase log book (“check book”)**
 - **PIIN**
 - **Date of purchase**
 - **Name of vendor**
 - **Description of supplies/services**
 - **Amount**
 - **Funds balance**
 - **Invoice status**



SF 44 Summary Reporting Log Book

SF 44 Summary Reporting Log

Ordering Activity (RUC):

Reporting Period:

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FOO Name:

PIIN	Order Date	Contractor Name	Description of Service/Supplies	Total Price (\$)	Funds Balance (Insert \$ Value on Funding Doc)	Invoice Status
					#VALUE!	
					#VALUE!	
					#VALUE!	
					#VALUE!	

I certify that the above is an accurate record of the purchases I made pursuant to my authority as a Field Ordering Officer and that funds were available for such purchases as indicated.

Signature: _____

Date: _____



How is a PIIN Created?

- **Procurement Instrument Identification Number (PIIN)**
- **Assigned by CCO**
- **Example PIIN assignment: M68450-08-M-(First&Last Init)-001,002, etc.**
- **Michael Jordan Example:**
M68450-06-M-MJ001



Conditions For Use of SF 44

- **Amount of purchase is at or below the micropurchase threshold**
- **No other authorized method of purchase is more suitable**
- **Most efficient method of purchase**
- **Supplies or services are available immediately**
- **Only one delivery and one payment will be made simultaneously**



SF 44 Orientation

1. Identify Date of Purchase
2. Enter Procurement Instrument Identification Number (PIIN)
3. Print name and address of vendor (phone number, POC, etc.)
4. Print name and deployed address of receiving unit
5. List purchased items individually with detailed information
6. Insert quantity and Unit of Issue
7. Insert unit price
8. Insert amount (quantity X unit price)
9. Compute the grand total
10. Insert any discount terms
11. Insert date of invoice/receipt
12. Print name and address of Finance and Accounting office
13. Insert FOOs signature and printed full name
14. Insert accounting data
15. Print name and signature of person receiving supplies or services
16. Insert the title of the receiving person
17. Insert date received
18. Check box and insert amount vendor received, or
19. Check box and insert amount vendor will be paid
20. Vendor signature and printed name
21. Date the vendor signed
22. Enter the amount paid to the seller and the Paying Agent signs and certifies
23. Place an "X" in the cash block
24. Enter date the vendor was paid



Distribution of SF 44 Copies

- **Copy 1 (White) to Paying Agent with original receipt**
- **Copy 2 (Blue) to vendor at time of purchase**
- **Copy 3 (Pink) retained by FOO to turn into CCO**
- **Copy 4 (Green) stays in SF 44 Booklet**
- **PRINT HARD!!!**
- **Complete SF 44 Summary Reporting Log**



Purchase Requests

- **Customer identifies requirement**
- **Customer fills out Purchase Request (PR)**
 - ➔ **Description of item or service**
 - ▢ **Quantity**
 - ▢ **Estimated amount of purchase**
 - ▢ **Authorized signatures**
 - ▢ **Addresses must be accurate and complete**
 - ▢ **POC included**
- **Customer receives funding document via Comptroller/or provides PR to Paying Agent**
- **The FOO purchases items that are immediately available (if not immediately available, the customer submits PR to MSC G-4 who submits to contracting)**



Funding Purchases

- **Paying Agent requests a Line of Accounting (LOA) (bulk funding)**
 - **Comptroller provides bulk funding letter**
 - **The amount on the bulk funding letter is the beginning balance in your “checking account”**
- Or**
- **Purchase request will have an LOA assigned for the single purchase**

Note: If the Paying Agent has extra cash, this does not mean the FOO has additional funds for expenditure.



Items Authorized For Purchase

- **Specified in Letter of Appointment i.e., EMERGENCY supplies and non-recurring services only**
- **If not authorized, ask the CCO for assistance**
- **If not sure if you have authority, ask permission, not forgiveness!**



Examples of Unauthorized Purchases

- **Ammo or explosives**
- **Personal Services**
- **T&E Equipment**
- **Intelligence information**
- **Satellite or cell phones and equipment**
- **Rental Vehicles**
- **Satellite TV service**

Note:

Making unauthorized purchases can lead to termination, prosecution under the UCMJ, and financial liability.



Unauthorized Commitments (UAC)

- **What is a UAC?**
 - ➔ **A non-binding agreement made by a Government Official who lacked the proper authority.**
- **Outcomes:**
 - ▢ **Grounds for Termination**
 - ▢ **Ratification Procedures Initiated**
 - ▢ **Requires CG's Endorsement**
 - **<\$25,000 Local CG**
 - **>\$25,000 DC, I&L**
 - ▢ **Timely Process**



Splitting Requirements

- **What is a split requirement?**
 - ➔ **Dividing requirements to avoid exceeding the micropurchase threshold.**
 - ▢ **Purchasing partial requirements from different vendors or from the same vendor on different days**
- **Outcomes:**
 - ▢ **Violation of Federal Law Ratification Procedures Initiated**
 - ▢ **FOO can be held financially liable**
 - ▢ **For common and recurring needs, request contract**



Anti-Deficiency Act (ADA)

- **What is the ADA?**
 - ➔ **A Federal Law that prohibits purchasing items without funding**
 - ▢ **Similar to writing a check with insufficient funds**
- **Outcomes:**
 - ▢ **Possible investigation**
 - ▢ **Violators can be prosecuted**



Reports/Reconciliation

- **Reconciliations will occur monthly or as directed by the CCO between the FOO, CCO, and Supply Officer with the following reports:**
 - **Copies of all purchase requests, purchase receipts, SF 44 booklet, and SF 44 Summary Reporting Log**
- **All supplies that meet the following criteria must be placed on the appropriate property records per MCO P4400.150E):**
 - ▢ **Item is serialized and valued over \$800,**
 - ▢ **Item is considered sensitive,**
 - ▢ **Item is considered classified,**
 - ▢ **Item is considered pilferable, or**
 - ▢ **Item is required on property records according to the appropriate regulatory authority.**



Files

The FOO must maintain the following in a file:

- ➔ Copy of nomination letter**
- ▢ Copy of appointment letter and acknowledgement of appointment**
- ▢ Copies of all training certificates**
- ▢ Original of each DD Form 1149 or bulk funding letter**
- ▢ Signed copies of SF 44s and purchase requests**
- ▢ Other info to document performance of duties (FragOs, LOIs, MFRs, letters of approval or exceptions from the Contracting Officer, etc.)**
- ▢ Copy of all Contracting Officer reviews, email correspondence**
- ▢ Termination letter**
- ▢ Files maintained for 3 years at the contracting office**



Questions?

